

The MAPE bargaining unit represents this position. Therefore, there may be contract language which could require consideration in the selection process.

MACOMB COUNTY

VACANT POSITION POSTING

CLASSIFICATION TITLE: Deputy Court Clerk I

OPENING DATE: 09-26-06

CLOSING DATE: 10-10-06

DEPARTMENT: 42nd District Court II

SALARY RANGE: \$27,754.29 to \$32,652.11

CURRENT HOURS AND STARTING TIME: Full-time (37.5 hours per week) position; the starting time for this position currently is 8:30 a.m.

F.L.S.A. STATUS: Non-exempt

APPOINTING AUTHORITY: District Court Judge

GENERAL RESPONSIBILITIES:

The employee in this classification, under the supervision of the District Court Administrator, performs a variety of complex and specialized clerical tasks, including but not limited to: processes paperwork for civil, criminal and/or traffic court cases; types letters, reports, forms and other correspondence; updates and maintains files, records and reports; provides telephone coverage answering questions appropriate to skill level; provides assistance and information on Court matters as appropriate; operates standard office equipment such as typewriters, personal computers, word processors, facsimile machines, copiers, calculators and adding machines; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Processes necessary paperwork for civil, criminal and traffic court cases; open case files, reviews files for court action.
- Provides assistance and information on Court matters to attorneys, law enforcement officers and members of the public as appropriate.
- Enters data and retrieves information on records and forms.
- Types a variety of letters, reports, forms and other correspondence.
- Updates and maintains files, records and reports.

ESSENTIAL FUNCTIONS (continued):

- Receives incoming telephone calls; answers questions appropriate to skill level; relays messages to appropriate individuals.
- Makes duplicate copies of reports and/or information which is then routed to proper persons, departments and/or filed.
- Bends, stoops, reaches and climbs step stool in order to file, search for and retrieve records and documents.
- Lifts, moves and carries equipment and supplies that weigh up to 25 pounds.
- Operates standard office equipment such as typewriters, personal computers, word processors, facsimile machines, copiers, calculators and adding machines.

ADDITIONAL FUNCTIONS:

- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test, preferably supplemented with college or business school training.
- Previous clerical experience in a court and/or legal setting.
- Ability to type from clear copy or rough draft at a net speed of at least 34 words per minute; and have a passing score for Job Family 3 on the General Clerical Test.
- Successful completion of the probationary period for the position of Deputy Court Clerk I.
- Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

- Ability to maintain complex clerical records and prepare reports from such records.
- Knowledge of legal terminology and procedures.
- Knowledge of Windows, Word and Excel.
- Effective written and oral communication skills.
- Ability to establish and maintain effective working relationships with staff, attorneys, law enforcement officers and the public.

ADDITIONAL QUALIFICATIONS (continued):

- Ability to maintain the confidentiality of information.
- Ability to conduct oneself with tact and courtesy.

All interested, current Macomb County employees, including full-time, part-time and temporary hires, must complete an Application for Internal Candidates and submit it to the Human Resources Department by 5:00 p.m. on the closing date. Internal applications can be obtained on the County Intranet or from the Human Resources Department.

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER